

JOB ADVERT- SPORTS DEVELOPMENT COORDINATOR

Job title: Sports Development Coordinator

Salary: £29,070.48 per annum

Location: Central London, mainly Holborn but flexibility to any UAL site.

Working hours: 35 hours per week (1.0 FTE)

Contract type: Permanent

Who we are

Part business, part charity, part membership body – students' unions are all seriously fun places to work. They are organisations in their own right. Professionally run, but different. Professional teams support elected student leaders to make change, improve lives and fulfill potential; we help make it happen.

About the job

Are you passionate about higher education sport and the role it plays in the student experience? Do you love to support students and volunteers in building communities, and developing their skills and experience? Do you have a talent for building relationships with diverse groups and individuals? Then there is an exciting role for you at Arts SU, University of the Arts London Students' Union.

We are recruiting for the role of Sports Development Coordinator to engage students in physical activities, both competitive and recreational, and opportunities that support personal and professional development while studying at University of the Arts London. You'll be responsible for developing student sports clubs within a creative university, helping support clubs run events, training and campaigns. You will work closely with our elected Student Community Officer to support relevant student groups and supporting the elected Sports Executive Committee to oversee the running of Sports Clubs at Arts SU. You will act as the first point of contact for sport club leaders and will drive improvement of club activities, as well as

administering fixtures, facilities and a range of administrative processes. The successful candidate will be responsible for the running of Arts SU's growing Elite Athlete programme and supporting our student athletes. You will have the opportunity to work alongside talented student staff, supporting their development too, and to work closely with other members of the Community team while knowledge sharing with other unions and universities.

Who we are looking for?

This role is ideal for anyone who has hands-on experience of working with young people or students, within community development projects, or with volunteers in an arts organisation or within the education sector. You should have an enthusiastic and a high energy approach to your work with excellent organisation and communication skills. You should be passionate about connecting with people, have ability to build relationships quickly, a reputation for being reliable and trustworthy and can work well on their own and as part of a team

Why apply?

Because you're excited by the challenge! The exact opposite of corporate, we're progressive, daring and creative individuals working to make a difference in unconventional workplaces.

Benefits and Perks

In return for your passion and experience we offer:

- 25 days holidays per year
- Additional closure periods at Christmas and Easter
- Cycle to Work scheme enabling significant savings on bicycle purchase
- Access to UAL staff training courses
- Ability to purchase TOTUM (NUS) card giving wide range of discounts
- Flexibility for work-life balance
- Interest free Travel loan

How we recruit

We want to ensure all systems, policies and processes are free from bias or discrimination and are fair and accessible, therefore we ask that all candidates complete our Application Process in two stages:

Part 1 (Application Form) is all about you telling us about your suitability for the role and will be used to determine if you are shortlisted for interview.

Part 2 (Equal Opportunities Monitoring and Contact Form) is personal information – so we can contact you if you are shortlisted for the interview. It also helps us gather and analyse demographic information about our applicants. This part will only be seen by HR and will not have any impact on shortlisting.

Application forms are formatted to ensure the equality monitoring data is removed before applications are seen by the shortlisting panel. This process allows us to ensure that the shortlisting is done in a fair and consistent manner and all applicants are given the same opportunity to demonstrate their abilities.

Want to apply?

To apply please complete our online application which can be found on our website:

<https://www.arts-su.com/yourunion/workwithus/careerstaff/>

Please note: in order to be considered, you must have the right to work in the UK or a valid work permit/visa.

If you would like to have an informal chat about this role please contact Vinesh Kurup:

v.kurup@su.arts.ac.uk

Job application timeline

Closing date: 11.59pm on Sunday 23rd April 2023

Intended Interview date: WB 1st May 2023